

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location ORLANDO, FL	5. Duty Station ORLANDO, FL	1. Agency Position No. NL11611
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		6. OPM Certification No.
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (ICR)	11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive	9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
					13. Competitive Level Code 1136
					14. Agency Use

15. Classified/Graded	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Management and Program Analyst	GS	0343	11	ph	01/04/99
e. Recommended by Supervisor or Initiating Office		GS	343	11		

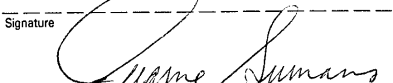
16. Organizational Title of Position (if different from official title)	17. Name of Employee (if vacant, specify)
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18. Department, Agency, or Establishment ARMY MATERIEL COMMAND (AMC)	c. Third Subdivision
a. First Subdivision SIMULATION, TRAINING & INSTRUMENTATION	d. Fourth Subdivision
b. Second Subdivision PROJECT MANAGER FOR ITT SIMULATORS (I)	e. Fifth Subdivision

19. Employee review - This is an accurate description of the major duties and responsibilities of my position.	Signature of Employee (optional)
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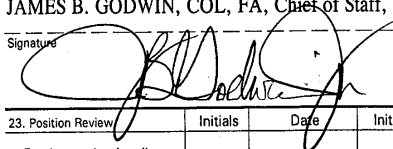
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.
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a. Typed Name and Title of Immediate Supervisor JEROME SIRMANS, DPM ITTS	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
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Signature 	Date 07-15-99	Signature	Date
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21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.	22. Position Classification Standards Used in Classifying/Grading Position
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Typed Name and Title of Official Taking Action JAMES B. GODWIN, COL, FA, Chief of Staff, STRICOM	Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.
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Signature 	Date 6 Jan 00
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23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks This is a full performance position.
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BUS: 7777

25. Description of Major Duties and Responsibilities (See Attached)

Previous Edition Usable

OF 8 (Rev. 1-85)
U.S. Office of Personnel Management
FPM Chapter 295 USAPPC V1.00

Introduction

Serves as a Management and Program Analyst responsible for the full range of program and management functions associated with RDTE, OMA and Procurement Appropriations relative to all budget submissions, reviews, etc., and for the planning, development and conduct of studies and reviews of the functions, acquisition projects, databases, organizational performance metrics, processes, organizational structure, workload and capabilities of existing or proposed organizational entities.

Major Duties

Program Management Duties

Reviews, analyzes, interprets regulations and directives and develops instructions and guidance from higher headquarters relating to cost analysis/cost estimating functions and special reporting requirements. Recommends internal policy and procedural instructions to management for the collection of cost and related data from PM ITTS executing agents and related sources external to PM ITTS. Answers questions and provides additional guidance within area of responsibility as required.

Composes final budget submissions and develops a narrative justification and describes the impact of overall budget if unfinanced requirements are not met by additional funds. Participates in various aspects of the Research and Development Long Range Planning, the RDTE budget estimate, OMA and procurement submits, various review documents and reports, etc. Recommends minor reprogramming of funds within a budget program and major reprogramming between budget programs in order to achieve an optimum balancing of funds versus requirements in each of the assigned activities.

Reviews and analyzes accomplishments within assigned area in relation to program objectives, identifies areas requiring top management attention. Investigates variances and trends from established program standards or milestones and applies comprehensive analysis to the evaluation process. Prepares written and/or oral reports and briefings on findings, including narrative and illustrative graphs, charts, and other exhibits to reflect formal/informal program and/or management reviews. 50%

Management Analyst Duties

Conducts studies of functions, acquisition projects, databases, organizational performance metrics, processes, organizational structures, workload and capabilities of existing or proposed organizational entities to include special function teams. Prepares recommendations and advises the Project Manager regarding acquisition project information, databases, performance metrics and existing organizational entities to achieve increased effectiveness, ensure database accuracy, reduce database maintenance and redundancy, proper span of control, efficiency of operations, improved customer support and economy of effort. Examines organizational performance with a view toward consonance with accepted acquisition project management doctrine, policy and assigned mission, function and workload. Analyses may be performed on Command and PM metrics, studies, reviews, reports, authorization documents, manpower management surveys, project databases, quantitative data reports or related documents.

Serves as the configuration manager for all PM ITTS databases, command metric reports, web pages, briefings, and marketing material. Responsible for organizing, analyzing and deciding data input, ensuring accuracy of content and design of presentation format, coordination of necessary OPSEC and PAO reviews, timely material release and consistency within and between products.

Provides management consultant services concerning both Title 10 and Title 5 civilian employees to identify problems and provide recommendations for resolution to assure maximum manpower utilization, mission accomplishment, position alignment, etc. Documents manpower requirements, obtains desired strength levels, manpower planning, etc. Products provide information and input for QDR reviews, MEA studies, AAA audits, Internal Control reviews, project reviews, customer and other such requests. Coordinates and assesses manpower policies which affect PM ITTS' employees.

Serves as the PM ITTS action officer for all non-financial and non-engineering staff actions with responsibility for collecting, analyzing and assimilating data and authoring responses, as required. Coordinates and negotiates concurrence on such actions within and outside the immediate organization.

50%

Performs other duties as assigned.

Factor 1, Knowledge Required

Knowledge and skill in applying analytical and evaluative methods and techniques to issues or studies concerning the efficiency and effectiveness of acquisition project management and administrative operations carried out by business administrative or professional personnel.

Knowledge of pertinent laws, regulations, policies and precedents which affect the use of program and related support resources such as people, money or equipment within area of responsibility. Typically require knowledge of the major issues, project goals and objectives, work processes and administrative business operations of the organization.

Knowledge and skill in adapting analytical techniques and evaluation criteria to the measurement and improvement of program effectiveness and/or organizational productivity to develop, staff, coordinate and negotiate organizational positions with other organizational elements.

Knowledge of database management systems, photo editors, graphics, web browsers, scanners and digital photo equipment to develop new or modified metrics, databases, procedures for administering tri-annual acquisition project reviews, work methods, etc.; and to analyze, provide recommendations

Comprehensive knowledge of DA and AMC program funding policies, processes, procedures and regulations to issue instructions on and review formulation, justification and execution of one to three funds or appropriations for installations and activities assigned as executing agents.

Knowledge and ability to apply concepts to develop reprogramming documents to assure adequate funding for major emphasis projects and programs for the test and evaluation mission.

Factor 2, Supervisory Controls

Work is assigned either orally or in writing in the form of area of responsibility and projects or special studies to be completed. Deadlines for completion of the work are normally linked to the budget cycle or are developed mutually between the employee and the supervisor and typically includes identification of the work to be done, the scope of the project. Within the parameters of the approved project plan, the employee is responsible for planning and organizing the studies, database development, project review and estimating costs, coordinating with staff and line management personnel and conducting all phases of the study. Completed work is reviewed by the supervisor for compatibility with organizational goals, guidelines and effectiveness in achieving objectives and critically reviewed outside the organization by customers, senior staff and line managers whose projects and employees would be affected by implementation of the recommendations.

Factor 3, Guidelines

Guidelines consist of on-line instructions/help menus and points of contact for databases, PM metrics, and acquisition project information, standard reference material, texts and manuals. Also includes STRICOM, DA and AMC manuals, policies, regulations and other material which cover the budget process. Guides cover most situations but judgment is required in locating and selecting the proper guide or procedures from among the many which may apply or may not always be directly applicable to the specific work assignments.

Factor 4, Complexity

The work involves gathering information, identifying and analyzing issues, and developing recommendations or making decisions to resolve substantive problems of effectiveness and efficiency of work operations in a project management office. Also involves performance of analytical services in the full range of program functions associated with major funds or assisting in the full range of program functions relative to program submissions, reviews, etc. work may involve minor reprogramming of funds within a budget program and major reprogramming between programs to achieve optimum balance of funds versus requirements. Difficulty is encountered in measuring effectiveness and productivity due to variations in the nature of the project types and numbers, involve tri-service T&E projects, support to PM coming from multiple MSCs such as AMCOM and DTC), PM Offices in Orlando and Huntsville and Washington, with military, matrix, contractor and two types of civilian personnel, reorganizations and studies. . Information may be conflicting or incomplete and cannot be readily obtained by direct means or are otherwise difficult to document.

Factor 5, Scope and Effect

The purpose of the work is to perform budgetary work and management analyst work in planning and carrying out projects to improve the efficiency and productivity of PM ITTS with respect to project management of its more than 65 projects, management of over 53 databases, PM performance metrics and administrative support activities. Employee must identify the proper funding sources of a wide variety of items and services, determine adequacy of justifications, proper identification of critical items, etc. The incumbent also identifies, analyzes, provides recommendations or makes decisions to resolve conventional problems and situations in or with projects discussed above. The work is complicated by the physical dispersion of the organization and by conflicting and not easily resolved information. Work affects the overall funding and the achievement of optimum balancing of funds and affect decisions made by managers concerning the internal operations of the organizational activities studies and may affect personnel outside of the organization.

Factor 6, Personal Contacts and Factor 7, Purpose of Contacts

Primary contacts are with the PM and Deputy PM, technical team leaders and financial team leaders in the immediate office, and other high grade personnel. Contacts also include MACOM personnel, other government agency personnel, contractors, geographically dispersed T&E customers within different Army MSCs and other services and personnel in managerial levels throughout STRICOM.

The purpose of the contacts is to provide advice to managers on non-controversial organizational or problem related issues and concerns and to resolve technical conflicts in the assurance of adequate funding.

Factor 8, Physical Demands

Work is generally sedentary with some walking, standing, bending and carrying of light items such as files.

Factor 9, Work Environment

Work is performed in a typical office setting and may require some travel to offsite locations to accomplish assigned duties.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 11611

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."